WESTMINSTER
High School

1225 Washington Road
Westminster, MD 21157
410-751-3630
410-751-3640 (fax)

Kenneth Goncz, Principal

November 2, 2009

Dear Parent:

Monday, November 23, 2009 has been designated as Parent/Teacher Conference Day for Carroll County Public Schools. Westminster High School will be open for parent conferences from 12:30 until 8:00 p.m. During this time, you will be able to meet with your child's teachers, advisor, administrator and counselor. Dinner hour on Conference Day is 4:30 p.m. – 5:30 p.m. ***You may request a conference by sending the tear-off sheet below with your student to be signed by the appropriate teachers, counselor or administrator with whom you wish to meet. Your son/ daughter will return the form to you with the time and place confirmation.***

We hope you will take advantage of this opportunity to meet with our staff. We are looking forward to seeing you. If for some reason you cannot visit us on November 23rd and a conference is desired, please contact the school. We will try to meet with you at a mutually convenient time.

Yours truly,

Kenneth J. Goncz
Principal

Parent /Teacher Conference Day - Monday, November 23, 2009

CONFERENCE REQUEST FORM

Student Name Parent Name Telephone No.

Subject	Time	Teacher	Confirmation of Time and Place